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20 April 1959

MEMORANDUM FOR: Comptroller

SUBJECT : [REDACTED] Payroll Activity

1. Reference is made to recent discussions between Mr. [REDACTED] Chief, Fiscal Division and Mr. [REDACTED] Finance Officer concerning the following records being maintained [REDACTED] in connection with the payment of salaries to personnel:

- a. Leave Records
- b. Retirement cards
- c. Time and Attendance Cards
- d. Pay Abstract Cards
- e. Leave Adjustment Cards
- f. Bond Deduction Cards

2. The work in connection with maintaining and filing of the above records is a normal headquarters function and is performed by Fiscal Division for all other Vouchered Funds Allottees. Therefore, it is requested that arrangements be made whereby the work currently being accomplished [REDACTED] for maintaining the above records be transferred to Fiscal Division at Headquarters.

3. Any additional manhours made available by this transfer will be utilized by the Supply Division [REDACTED] on additional work occasioned by the installation of FPA procedures.

Distribution:

Orig. & 1 - Addressee
1 - OC/Admin

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*Orig. to T&S
for action H/24/59-
per Mr.*